

**TAB**

REPORTS OF AGENCY PAPER CONSUMPTION - FY 1975 VERSUS FY 1974

| <u>TAB</u> | <u>DESCRIPTION</u>   |
|------------|--|
| A          | Direct Purchases from GSA by LSD in FY 1974  |
| B          | Directorate Objective and Request for Assistance from OL/SD  |
| C          | Report for First Quarter, FY 1975 (July - September 1974) -<br>(For detailed statistics, see first-quarter section of the report<br>for the second quarter, FY 1975 - TAB D) |
| D          | Report for Second Quarter, FY 1975 (October - December 1974)   |
| E          | Report for Third Quarter, FY 1975 (January - March 1975)   |
| F          | Report for Fourth Quarter, FY 1975 (April - June 1975) -<br>(This report contains data for the entire fiscal year)   |

| Item<br>page      | Unit   | FY 1974            |                    | FY 1975          |                  | Approved For Release 2001/08/09 : CIA-RDP85-00988R000400050032-9 | FY 1974    |       | FY 1975 |            | Approved For Release 2001/08/09 : CIA-RDP85-00988R000400050032-9 |
|-------------------|--------|--------------------|--------------------|------------------|------------------|--|------------|-------|---------|------------|--|
|                   |        | Quarterly<br>Usage | quarterly<br>Usage | quarter<br>Usage | quarter<br>Usage |  | Dec.       | Dec.  | Dec.    | Dec.       |  |
| Bind paper        | ream   | 3,068              | 3,022              |                  | 1.5              | 12,271   | 10,904     |       | 11.1    | 15,107.21  | \$28,968.53  |
|                   | sheet  | 1,534,000          | 1,511,000          |                  | 1.5              | 6,135,500  | 5,452,000  |       | 11.1    |            | 91.8   |
| Writing paper     | pad    | 43,077             | 45,168             | .04              |                  | 172,307  | 115,990    |       | 32.7    | 32,747.24  | \$7,672.43   |
|                   | sheet  | 4,307,700          | 4,516,800          | .04              |                  | 17,230,700   | 11,599,000 |       | 32.7    |            | 15.5   |
| Lettered          | box    | 2,835              | 2,247              |                  | 20.7             | 11,338   | 7,714      |       | 32.0    | 13,453.92  | 15,018.37  |
|                   | sheet  | 1,417,500          | 1,133,500          |                  | 20.7             | 5,669,000  | 3,857,000  |       | 32.0    |            | 11.6   |
| Duplicating paper | ② ream | 40,893             | 32,909             |                  | 19.5             | 163,554  | 114,960    |       | 39.7    | 200,479.93 | 191,729.16   |
|                   | sheet  | 20,446,500         | 16,754,500         |                  | 18.1             | 81,777,000   | 57,780,000 |       | 39.3    |            | 44.4   |
|                   | ② roll | 206                | 107                |                  | 48.1             | 826  | 465        |       | 43.7    | 25,846.66  | 15,886.89  |
|                   | feet   | 68,600             | 47,400             |                  | 30.9             | 276,700  | 168,400    |       | 39.1    |            | 38.5   |
| Columnar pads     | pad    | 661                | 450                |                  | 31.9             | 2,645  | 5,276      | 99.5  |         | 847.82     | \$3,043.88   |
|                   | sheet  | 33,050             | 22,500             |                  | 31.9             | 132,250  | 265,600    | 100.8 |         |            | 259.0  |
| Quadrille pads    | pad    | 105                | 0                  |                  | 100.0            | 419  | 448        | 6.9   |         | 293.30     | 355.18   |
|                   | sheet  | 5,250              | 0                  |                  | 100.0            | 20,950   | 22,400     | 6.9   |         |            | 31.1   |

| Item<br>page<br>2 | Unit          | FY 1974            |                  | FY 1975 |       | Approved For Release 2001/08/09 : CIA-RDP85-00988R000400050032-9 | FY 1974        |       | FY 1975        |           | Approved For Release 2001/08/09 : CIA-RDP85-00988R000400050032-9 | FY 1974   |                | FY 1975 |                |      |
|-------------------|---------------|--------------------|------------------|---------|-------|--|----------------|-------|----------------|-----------|--|-----------|----------------|---------|----------------|------|
|                   |               | Quarterly<br>Usage | Quarter<br>Usage | Dec.    | Dec.  |  | Total<br>Usage | Dec.  | Total<br>Usage | Dec.      |  | Dec.      | Total<br>Costs | Dec.    | Total<br>Costs | Dec. |
| Graph paper       | pkg<br>sheet  | 120<br>12,000      | 0<br>0           |         | 100.0 | 480  | 1,320          | 175.0 |                | \$288. -  |  | \$910.80  | 216.3          |         |                |      |
| Carbon paper      | box<br>sheet  | 452<br>42,225      | 309<br>30,900    |         | 26.8  | 1,689  | 1,243          |       | 26.4           | 981.78    |  | 2,268.53  | 131.1          |         |                |      |
| Manifold paper    | ream<br>sheet | 190<br>95,000      | 0<br>0           |         | 100.0 | 761  | 153            |       | 79.9           | 686.55    |  | 313.65    | 54.3           |         |                |      |
| Newsprint         | pad<br>sheet  | 43<br>2,150        | 196<br>9,800     | 3558    |       | 172  | 293            | 70.3  |                | 189.20    |  | 760.44    | 301.9          |         |                |      |
| Recorder paper    | pkg<br>sheet  | 9<br>2,250         | 0<br>0           |         | 100.0 | 37   | 16             |       | 56.8           | 493.21    |  | 213.28    | 51.8           |         |                |      |
| Tracing paper     | pkg<br>sheet  | 1<br>50            | 0<br>0           |         | 100.0 | 4  | 0              |       | 100.0          | 10.90     |  | 0         | 100.0          |         |                |      |
| Envelopes         | hd<br>ea      | 9,423<br>943,300   | 7,329<br>741,300 |         | 22.2  | 37,692   | 35,063         |       | 7.0            | 58,191.48 |  | 66,336.09 | 14.0           |         |                |      |

| Item<br><i>Page 3</i>       | Unit  | FY 1974         |                      | FY 1975 |       | Approved For Release 2001/08/09 : CIA-RDP85-00988R00040005003249 | FY 1974     |       | FY 1975     |           | FY 1974     |      | FY 1975 |  |
|-----------------------------|-------|-----------------|----------------------|---------|-------|--|-------------|-------|-------------|-----------|-------------|------|---------|--|
|                             |       | Quarterly Usage | Fourth Quarter Usage | Dec.    | Dec.  |  | Total Usage | Dec.  | Total Usage | Dec.      | Total Costs | Dec. | Dec.    |  |
| File guides                 | hd    | 400             | 0                    |         | 100.0 | 1,600  | 640         |       | 60.0        | \$ 128. - | \$ 64. -    |      | 50.0    |  |
|                             | ea    | 40,000          | 0                    |         | 100.0 | 160,000  | 64,000      |       | 60.0        |           |             |      |         |  |
| charge-out cards            | ea    | 777             | 1,500                | 93.1    |       | 3,108  | 5,400       | 73.7  |             | \$ 17.56  | 378. -      | 73.7 |         |  |
| File folders                | box   | 926             | 1,335-4              | 46.2    |       | 3,703  | 8,351       | 125.5 |             | 18,426.10 | 34,023.19   | 84.6 |         |  |
|                             | ea    | 92,609          | 85,900               |         | 7.2   | 370,334  | 375,985     | 1.5   |             |           |             |      |         |  |
| Fillers for all binders     | pkg   | 4,046           | 1,824                |         | 54.9  | 16,184   | 7,724       |       | 52.3        | \$ 975.36 | 2,802.04    |      | 5.8     |  |
|                             | sheet | 202,300         | 111,000              |         | 45.1  | 809,200  | 450,950     |       | 44.3        |           |             |      |         |  |
| Riders (except looseleaf)   | ea    | 5,932           | 1,706                |         | 71.2  | 23,729   | 17,233      |       | 27.4        | 13,704.47 | 9,334.20    |      | 31.9    |  |
| Index cards and card guides | hd    | 6,457           | 1,816                |         | 71.9  | 25,830   | 10,090      |       | 60.9        | 4,243.15  | 2,739.81    |      | 33.4    |  |
|                             | ea    | 645,700         | 170,500              |         | 73.6  | 2,583,000  | 997,900     |       | 61.4        |           |             |      |         |  |
| Pads and blotters           | ea    | 2,744           | 1,555                |         | 43.3  | 10,978   | 6,518       |       | 40.6        | 970.32    | 1,830.26    | 88.6 |         |  |
| Ditto masters               | box   | 12              |                      |         |       |  |             |       |             |           |             |      |         |  |
|                             | ea    | 1,200           | 0                    |         | 100.0 | 4,700  | 3,000       |       | 36.2        | 70.50     | 58.50       |      | 17.0    |  |

| Item<br>page<br>4               | Unit   | FY 1974            |                    | FY 1975          |                  | Approved For Release 2001/08/09 : CIA-RDP85-00988R000400050032-9 | FY 1974 |                | FY 1975 |                | Approved For Release 2001/08/09 : CIA-RDP85-00988R000400050032-9 | FY 1974 |                | FY 1975 |                | Approved For Release 2001/08/09 : CIA-RDP85-00988R000400050032-9 |       |
|---------------------------------|--------|--------------------|--------------------|------------------|------------------|--|---------|----------------|---------|----------------|--|---------|----------------|---------|----------------|--|-------|
|                                 |        | Quarterly<br>Usage | Quarterly<br>Usage | Quarter<br>Usage | Quarter<br>Usage |  | Dec.    | Total<br>Usage | Dec.    | Total<br>Usage |  | Dec.    | Total<br>Costs | Dec.    | Total<br>Costs | Dec.   |       |
| Stereographic<br>notebooks      | ea     | 5,841              | 7,128              | 22.0             |                  |  |         | 23,364         |         | 22,644         |  | 3.1     | \$3,020.94     |         | \$6,356.44     |  | 110.4 |
|                                 | sheet  | 584,100            | 713,800            | 22.0             |                  |  |         | 3,336,400      |         | 3,264,400      |  | 3.1     |                |         |                |  |       |
| Labels                          | each   | 27,627             | 5,099              |                  |                  |  | 81.5    | 110,531        |         | 51,674         |  | 53.2    | 728.16         |         | 409.27         |  | 43.8  |
| Machine-<br>tabulating<br>cards | ctn    | 471                | 435                |                  |                  |  | 8.3     | 1,885          |         | 1,624          |  | 13.8    | 21,750.18      |         | 22,854.50      |  | 5.1   |
|                                 | each   | 4,710,136          | 4,320,000          |                  |                  |  | 8.3     | 18,850,545     |         | 16,240,500     |  | 13.8    |                |         |                |  |       |
| Machine-<br>tabulating<br>paper | ctn    | 4,703              | 4,380              |                  |                  |  | 6.9     | 18,810         |         | 17,557         |  | 6.7     | 272,995.20     |         | 345,903.11     |  | 36.7  |
|                                 | sheet  | 11,780,462         | 11,346,400         |                  |                  |  | 3.7     | 47,151,850     |         | 47,021,250     |  | .2      |                |         |                |  |       |
| Teletype<br>paper               | ② ctn  | 587                | 628                | 7.0              |                  |  |         | 2,348          |         | 1,451          |  | 38.2    | 33,614.84      |         | 28,338.95      |  | 15.7  |
|                                 | sheet  | 1,675,500          | 1,724,000          | 2.9              |                  |  |         | 6,702,000      |         | 4,224,600      |  | 37.0    |                |         |                |  |       |
|                                 | ① roll | 13,609             | 13,708             | .7               |                  |  |         | 54,437         |         | 45,680         |  | 16.1    | 96,741.69      |         | 107,374.74     |  | 11.0  |
|                                 | feet   | 6,377,762          | 6,466,120          | 1.4              |                  |  |         | 25,511,050     |         | 21,497,610     |  | 15.7    |                |         |                |  |       |
| Paper towels                    | ctn    | 580                | 572                |                  |                  |  | 1.4     | 2,322          |         | 1,877          |  | 19.2    | 2,836.37       |         | 1,956.56       |  | 31.0  |
|                                 | each   | 528,512            | 307,800            |                  |                  |  | 41.8    | 2,114,050      |         | 1,221,200      |  | 42.2    |                |         |                |  |       |

| Item<br>page<br>5       | Unit         | FY 1974            |                    | FY 1975 |      | Approved For Release 2001/08/09 : CIA-RDP85-00988R000400050032-9 | FY 1974<br>Total<br>Usage | FY 1975<br>Total<br>Usage | %<br>Dec. | FY 1974        |      | FY 1975        |      |
|-------------------------|--------------|--------------------|--------------------|---------|------|--|---------------------------|---------------------------|-----------|----------------|------|----------------|------|
|                         |              | Quarterly<br>Usage | Quarterly<br>Usage | Dec.    | Dec. |  |                           |                           |           | Total<br>Costs | Dec. | Total<br>Costs | Dec. |
| Paper bags              | bale         | 2,717              | 18                 |         | 99.3 | 10,869   | 205                       |                           | 98.1      | \$ 10,571.35   |      | \$ 968.99      | 90.8 |
|                         | each         | 119,475            | 10,900             |         | 90.9 | 480,675  | 75,100                    |                           | 84.4      |                |      |                |      |
| Paper shipping<br>sacks | each         | 22,813             | 50,554             | 121.6   |      | 91,255   | 91,804                    | .6                        |           | 6,387.71       |      | 6,426.28       | .6   |
| Fiberboard<br>boxes     | each         | 10,204             | 6,249              |         | 38.8 | 40,815   | 34,744                    |                           | 14.9      | 15,268.88      |      | 15,174.43      | 1    |
| Kraft paper             | roll<br>feet | 198                | 30                 |         | 84.8 | 791  | 194                       |                           | 75.5      | 13,754.82      |      | 3,669.13       | 73.3 |
|                         |              | 198,000            | 30,000             |         | 84.8 | 791,000  | 194,000                   |                           | 75.5      |                |      |                |      |
| Paper tapes             | roll<br>feet | 29,696             | 16,086             |         | 45.8 | 118,783  | 82,059                    |                           | 30.9      | 28,405.23      |      | 40,136.26      | 41.3 |
|                         |              | 37,987,200         | 21,755,510         |         | 43.7 | 151,948,800  | 116,514,000               |                           | 33.3      |                |      |                |      |
| Totals                  | sheet        | 49,290,066         | 43,566,263         |         | 11.6 | 197,163,225  | 155,988,439               |                           | 20.9      | \$ 896,428.03  |      | \$ 984,275.89  | 9.8  |
|                         | feet         | 44,631,562         | 28,299,030         |         | 36.6 | 178,537,550  | 138,374,010               |                           | 22.5      |                |      |                |      |
| Grand totals            |              | 93,921,628         | 71,865,293         |         | 23.5 | 375,690,725  | 294,362,449               |                           | 21.6      | \$ 896,428.03  |      | \$ 984,275.89  | 9.8  |

TAB